



## **MHSOAC Plan Review Process for Prevention and Early Intervention and Innovation**

1. MHSA PEI and Innovation plans are reviewed by MHSOAC staff and any interested commissioners. In addition, expert consultants, including members of the DMH Expert Pools of clients, family members and cultural competency experts, may be retained by the MHSOAC to provide input regarding a plan.
2. MHSOAC staff determine and communicate a timetable for all steps in the review and approval process, with consultation from the DMH and the County Mental Health Directors Association (CMHDA). MHSOAC and DMH agree on a timetable for DMH to provide comments to MHSOAC.
3. Staff recommend and MHSOAC approves criteria and a review tool by which funding requests will be approved. Stakeholders are encouraged to give input.
4. Counties submit copies of plans simultaneously to DMH and MHSOAC.
5. MHSOAC posts notice of plan's arrival and communicates to interested stakeholders where plan can be reviewed online and how to request a written copy.
6. DMH conducts an administrative review to ensure that the plan is complete and includes all required attachments.
7. MHSOAC designates a staff person to serve as single point of contact for each county; the county's designated MHSOAC staff member responds to questions about the review process and provides other needed support.
8. MHSOAC staff forwards plans, DMH comments, and stakeholder comments to each reviewer. Staff also sends plans to all MHSOAC Commissioners, who can elect to review any plan. If more than two MHSOAC Commissioners choose to review a plan, the lead commissioners for that area determine which two will participate in the plan review meeting. Other interested commissioners submit their comments in writing in advance of the review meeting, using the approved review tool.
9. MHSOAC reviewers read and assess plans and comments, using review tool. Reviewers confer with DMH reviewers regarding their comments, as needed.
10. Reviewers meet to discuss the proposed plan and comments and determine next steps. Options include recommendation to approve or decision delayed pending written responses to the team's questions; conference call or face-to-face meeting with applicants as deemed appropriate; additional input or changes requested; or other actions. MHSOAC staff work with county to resolve issues and reach consensus to develop a plan that can be recommended for approval.

11. MHSOAC staff forward any plans that have been changed during the review process to the DMH for notification of concerns that might prevent the DMH from being able to execute a contract. MHSOAC staff and DMH staff work together to ensure that plans brought to the MHSOAC for approval allow DMH to execute a contract.
12. MHSOAC staff adds approved plans to a Consent Agenda for the MHSOAC and forwards to commissioners copies of all approved plans, a summary of reviewers' comments, and the facts supporting the recommendation for approval. Information is provided sufficiently in advance of the next MHSOAC meeting to allow commissioners to read and respond to reviewers' recommendations.
13. At the MHSOAC meeting, any commissioner can remove any plan from the Consent Agenda. A plan removed from the Consent Agenda becomes subject for discussion at the meeting.
14. MHSOAC formally takes action to approve plans on the Consent Agenda and authorizes funding for approved plans.
15. Staff note on the MHSOAC agenda any plans that cannot be recommended for approval after efforts to work with the county have been exhausted. Clear explanations for the reasons for the lack of recommendation for approval are provided in writing to the county, MHSOAC and DMH.
16. MHSOAC discusses any plan for which reviewers cannot recommend approval of funding and any plan that has been removed from the Consent Agenda by a Commissioner, and determines next steps. Options are approval of the plan or direction to staff to return to work with county to request specified additions and/or changes.
17. The MHSOAC meets monthly, as needed, in order to ensure timely approval of PEI and Innovation plans.
18. The approved plans are forwarded to the DMH for actions necessary to implement the contracting process.
19. At conclusion of funding cycle, staff prepare report to MHSOAC to assess impact of comments and analysis of trends and issues revealed by cumulative review of plans.